



# U. S. MISSION

## Vacancy Announcement

### Riyadh – Jeddah - Dhahran

12-65

VACANCY ANNOUNCEMENT - JEDDAH

05/27/12

#### RE-ADVERTISEMENT

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	<b>COOK</b> <i>(This is a non-USG position on contract with the occupant of the concerned USG Residence).</i>
OPENING DATE	SUNDAY, MAY 27, 2012
CLOSING DATE	OPEN UNTIL FILLED
START DATE	IMMEDIATE
WORK HOURS	FULL-TIME
SALARY	<b>*ORDINARILY RESIDENT: SR.4,253 (MONTHLY BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</b>

#### **NOTE:**

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**

#### BASIC FUNCTION OF POSITION

Incumbent is responsible for preparing food in variety of cuisines for official guests, for all official parties at the residence, and for the Consul General and family, as required.

#### MAJOR DUTIES & RESPONSIBILITIES

- Prepare menus and shopping lists, and buy the local foods.
- Prepare hors d'oeuvres, breakfast, lunch, dinner, tea and supper for official guests and the Consul General and family, as required.
- Maintain good standards of hygiene, check appliances regularly and report any necessary needs for repairs.
- Must be discrete about activities at Consul General Residence and be adaptable to accommodate any changes in the daily schedule.

- Other duties as required.

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education**: Completion of Elementary School or equivalent.
2. **Experience**: Minimum three years experience as a cook.
3. **Language**: English Level III, speaking and writing (good working knowledge).
4. **Other Skills**: Cheerful and polite demeanor, superior cooking skills.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply.**

### **TO APPLY**

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. A clear copy of valid residence/work permit.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

In person: Front Gate, Hail Street, U.S. Consulate General, Jeddah

By mail: Human Resources Office, P. O. Box 149, Jeddah 21411, Saudi Arabia

By e-mail: [JeddahHR@state.gov](mailto:JeddahHR@state.gov)

FAX: 02-669-3075 to attention of HR Office

### **DEFINITIONS\***

#### **1. Ordinarily Resident (OR):**

- A Foreign National who is locally resident; and,
- Has legal, permanent resident/work status within the host country; and,
- Is subject to host country employment and tax laws.

### **CLOSING DATE: OPEN UNTIL FILLED**

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Drafted:** SMRafi; PChakraborty

**Cleared:** CG: TDuffy; MGT: PCWilliams; HRO: GSoriano; FMO: NBrown

**Approved:** MGT: DJesser